

East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
November 4, 2019

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by Victor H. @ 7pm. The meeting was held via Zoom and was properly noticed.

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Notes
President	Victor H.	PA	07/2020	Present
Vice-President	Elizabeth E.	CT	06/2021	Present
Secretary	Lisa S.	GA	06/2020	Present
CFO	John A.	PA	06/2021	Present
CFO Alt	Vacant			
Webmaster	Kim A.	VA	07/2020	Present
Director	Dave A.	NJ	12/2019	Present
Director	Michael R.	GA	07/2020	Absent (2 nd)
Director	John F.	OH	07/2020	Present
Director	Jimmy G.	GA	08/2020	Absent (2 nd)
Director	Nancy J.	PA	04/2021	Present
Director	Jeff P.	FL	06/2021	Present
Director	Gail S.	CT	06/2021	Absent (4 th)
Director	Jacqueline T.	NY	07/2021	Present
Director	Diane H.	FL	07/2021	Present
Director	John C.	FL	07/2021	Present
Director	Debbie B.	NJ	07/2021	Present
Director	Tom K	FL	09/2021	Absent
Director	Paul S.	PA	07/2021	Present
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Present

III. OPEN FORUM – Lisa asked to please send reports and any documentation to be forwarded to AB no later than 4pm on the day of the board meeting.

IV. MINUTES – Minutes from October meeting approved.

V. REPORTS:

President Report

See attached

Vice-President Report

No report

CFO Report

October Profit and Loss

ECCNA24 - PreReg Deposit	100.00
Total Income	100.00
Gross Profit	100.00
Expense	
Shipping of Basic Texts	166.42
Total Expense	166.42
Net Ordinary Income	-66.42
Net Income	<u><u>-66.42</u></u>

Balance Sheet

Oct 31, 19

ASSETS

Current Assets

Checking/Savings

PNC - AB new 8,806.63

PNC - Host new 1,552.54

Total Checking/Savings 10,359.17

Total Current Assets 10,359.17

TOTAL ASSETS 10,359.17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Acc Exp - Books to

Prisons -31,103.50

Total Other Current Liabilities -31,103.50

Total Current Liabilities -31,103.50

Total Liabilities -31,103.50

Equity

Fund Balance 36,029.09

Reserve for AB Taxes, etc.	500.00
Unallocated Reserves	5,000.00
Net Income	-66.42
Total Equity	41,462.67
TOTAL LIABILITIES & EQUITY	10,359.17

PNC Host Account Signature Card proposed changes have been submitted to PNC Bank and the Signature Card is being circulated for signatures. All signatures need to be on one card so the process will be dependent on how fast the card gets circulated to the different local banks of the signers and how quickly they will be able to sign. In the event the Host committee needs a check, I am in possession of checks for the Host account. Victor H. and I are still authorized signers and we will be able to supply a check to the committee.

PNC Account contact information has been updated.

Email Alerts have been added to the Debit card and checking accounts.

PNC Online Banking Access form has been submitted. We will be able to reconcile out Quick Books account monthly through the bank.

In the process of verifying that the Host Committee Treasurer and Registration Chair are receiving Square reports for registrations.

I will be continually working on the training guide for the CFO position throughout this coming year. This guide was started last year when I took the CFO Alternate position. My goal is to continue in simplifying the accounting duties for future CFO's that Paul Shirey started.

Paul is currently working with the Accountant to simplify our tax return and is submitting the final documents. An invoice for their services has not been sent yet.

I am also proposing to have an Annual Internal Audit performed each year at the end of the fiscal year and the outgoing CFO turns over the books to the incoming CFO. This is a common practice and will demonstrate ECCNA's intent to keep our work transparent and secure.

Webmaster Report:

Hey all, I attended the executive committee meeting held this past month and reviewed the bylaws and the motion from our CFO. I Uploaded the October Host Committee minutes and the updated Bylaws to the website.

I attended the Brunswick stew fundraiser Jeff H's homegroup sponsored and was blown away at what a great turn out he had. There were maybe 250 people there! It was a great event.

Host Chair Report –

Hello, we are keeping it moving in our turn to host East Coast Convention. There are many moving parts at this point so I hope I don't leave anything out. Last host meeting was Oct 16. Next host meeting is Nov 20. So far all host meetings have been in Stevensville, and a motion was made and accepted to have some in Severna Park area, alternating, but the next time one was available is Dec 18, so the next host meeting will be in Stevensville, Md at the church we have been using.

We are working towards being able to use the bank account. I hope its not too confusing that my treasurer is also John A. I have signed the card. I believe John has signed the card and DeAnne is meeting the PNC rep tomorrow and then we will be able to use the bank account. I have the check book that Tom sent me months ago now, so I'll hand that off to John A at the next host meeting. We sold 92 of our bid shirts, and at the last meeting the F&E chair asked for money for event deposit and we don't have a working check book, so I handed \$300 to John who handed it to Mike. We don't want to be doing this but we really only have 8 months left until the convention. You can reprimand me for using cash. I can handle it. At some point I will give the rest of the money to the treasurer and he can put it in the bank.

We have been working with the college, trying to see if we can negotiate a better deal than their set prices. I believe we have done that. One thing different from this years contract than the one 7 years ago is that the University doesn't do the linen service, they contract it, so it costs us \$18.50 per set to get the linens: fitted sheet, top sheet, pillow case, pillow, towel, and wash cloth. There isn't any negotiating that, since they pay to get the stuff and have to handle it as well. Wayne has negotiated the way people are counted, and what admin and facility fees will be charged to which type of registrant. Also the University really wants us there and that act of negotiating caused them to reduce their housing fee from \$34 to \$21 per person per night in the suites. This effectively makes the per person cost less than in 2013, even with the cost of linens. A second thing that was negotiated was a special package one that includes attendance Saturday only, Saturday Lunch and Saturday dinner for a flat rate of \$30. The ability to sell a package such as this makes it so we can attract folks who would come for the day, pay only facility fees for the day, lunch and dinner, and set a price that makes sense, like \$50. I'm sure that the admin part of the AB will review our contract, and budget and we will talk about this at the appropriate time. I'm real pleased with the work we did with the college in preparation of this upcoming convention.

Also we determined there is Kent County tax on the rooms of 5% and also 6% Maryland sales tax. There is no way around the 5% Kent County occupancy tax. Wayne has previously applied for and received the Maryland sales tax waiver for the non profit Free State Convention. He knows the forms and the people who approve this 3 day event exemption. We believe an exemption of sales tax for us will save us \$1200, potentially. I have given Wayne the go ahead to apply for the Maryland Sales tax exemption.

Subcommittees

Program committee has chosen all topics, workshop speakers and main speakers. I have the main speakers for you to hear, whenever you are ready. They have not been presented to the host committee, as they were finalized since the host meeting and this meeting at the Oct 30 program meeting. I hesitate to publish them in my report, but glad to tell you who they picked. They did not supply alternates.

Registration

Registration has made an interim flyer stating the event, dates, and location. It has been distributed to several 100-mile radius conventions in the last few weeks and we are looking forward to the data to make the final registration flyer.

Merchandise

Ready to make and sell early event merchandise. We have a design that is the same as the mug from 2013 with the stork and East Coast Convention XXIV and dates and a plan to make 100 shirts for sales.

Arts and Graphics

Missed last meeting, not sure what is going on .

Entertainment and Fundraising.

Working on putting on some events. This weekend is go cart racing from 11 to noon.

Wonderfly Dec 7 from 7 to 9 pm in Catonsville.

Some others, also a spiritual breakfast on Jan 12.

Hopefully we can have some comedy hypnosis which was a big hit in 2013.

Auction, CI, Hospitality, Marathon, and Serenity Keepers are rallying support for when they have their first meetings.

We moved to submit a budget with 20% increase over 2013 to account for inflation.

We moved to use DeAnne's PO Box for our use (offered by her) for free.

We discussed the future of NA recordings and I expressed that I believe we can self tape and offer the convention to all full registrants and sell it to all others. Any income is income for the convention, and we don't have to hear a sob story from the taper. We unanimously agree that we should self tape.

We discussed the free gift. We believe a shirt costs \$8 to \$10 and a mug \$1.75 to \$4. We would like to suggest that we have a mug for the limited edition early registration gift. We are unanimous on the free gift being a mug, and hope you agree.

Also we agreed that Don can make 100 t shirts for selling.

We discussed the cash donation matter that was being asked by Fundraising and Entertainment. I'm not sure we are clear on this issue.

VI. NOMINATIONS/ELECTIONS

- Chantelle J – Resume attached. Questions asked and answered. Board withdrew nomination because bylaw qualifications not met.
- Rob U – Resume attached. Questions asked and answered. Nomination passed.
- Duwan – Resume attached. Questions asked and answered. Nomination passed.
- Wilvena J – Resume attached. Questions asked and answered. Nomination failed.
- Debbie B - Nominated for alternate CFO. Debbie stated her qualifications. Questions asked and answered. Nomination passed.

President's Report

We have three new nominees that have sent in applications through our web site. I contacted them to touch base and explain the process. They all understand what we are doing and seem enthusiastic. We have a lot of directors now. It will be good as some of us will begin to cycle out and there will be directors to take our place. We also have a past director who wants to rejoin the board.

Hopefully you have had a chance to review the zoom meeting etiquette. It is imperative that we look at this closely. The meeting has become very difficult to administer and understand what is going on. This a commitment and we need your undivided attention for the hour or so that we are online. It has been something of a free for all and it needs to stop.

The administrative committee has talked about and decided to put these election procedures in place. All nominees will be online at the beginning of the meeting. We will welcome and acknowledge each member. During the nomination process each nominee will state their qualifications and answer any questions from the board. At that time, the nominee will leave the call and we will notify the nominee of the result after the meeting. All nominees will be vetted before any discussion or voting takes place. The new members term will begin at the next scheduled meeting

Any current board member who is up for renomination to extend their term will remain on the call. Closed ballots will be used only if requested by a board member.

We have addressed several policy and administrative matters this year and hopefully we are done with that. It is a burdensome and time-consuming process. The motions for check signers on our checking accounts was approved by an email vote and added to the October minutes. Let's move on and give Mike all the support and attention he needs for next year's convention.

In service to the fellowship

Vic H.

Name Chantelle Johnson
Address 5532 Delancey Street
City Philadelphia
State Pa
Phone 2158697584
Email mstwenty@rocketmail.com

Clean Date April 5, 2002

Area West Southwest Area

Prior current area and regional level experience Phoneline area sub committee since 2014.

Prior or current convention or BOD experience None

Name Rob U

Address 1205 New Hampshire Lane

City Downingtown

State PA

Phone 484-880-2368

Email FlyersScore@Gmail.com

Clean Date 12/11/84

Area Clean Acres – part of Greater Philly

Prior current area and regional level experience 1985-present Served multiple positions in Philly, Bucks, & Clean Acres Areas (Executive, ASR/RCM, H&I)
1985 – 2002 Served multiple positions Greater Philly Region (Executive, Policy, JAC, PI, ad-hoc)
1985 – present – WSC CAR/CAT workshops, Literature Development & Review (books, pamphlets, etc.)

Prior or current convention or BOD experience 1986-1988 GPRCNA committee, 1990s GPRO Board, 1999 Greater Philly Regional Convention chairperson

Name Duwan
Address 3211 Page Street
City Philadelphia
State Pa
Phone 2159206262
Email kameelah43@yahoo.com
Clean Date 9-28-86
Area West Southwest Area of NA
Prior current area and regional level experience H&I Regional Committee
Unity Regional Committee
Prior or current convention or BOD experience ECCNA

Name Wilvena Johnston Gordon

Address 1665 E. 7th Street #6E

City Brooklyn

State NY

Phone 6466236816

Email WilvenaJGordon@gmail.com

Clean Date 10/10/2002

Area Western Queens

Prior current area and regional level experience Western Queens Area Chairperson two terms
Eastern NY Region RCM Two Terms; RD One and a quarter terms

Prior or current convention or BOD experience Eastern NY Region BOD One and a quarter terms

Web Meeting Participant Orientation

Joining a Web Meeting

1. Please plan to log in early if at all possible so connection issues can be dealt with before the meeting starts.
2. Free Wi-Fi networks in coffee shops and other locations are usually not suitable for web meetings due to signal strength.
3. Join the meeting by clicking the Zoom link sent to you via email prior to the meeting and follow the on-screen instructions. Zoom tutorials, including a one-minute video on getting started with Zoom, can be found online here <https://zoom.us/> under the FAQ tab.
4. If you already have Zoom downloaded on your computer **we strongly suggest** checking for updates on the day of the meeting by clicking on the “Where Do I Download the Latest Version?” link here <https://zoom.us/> Failure to do this may prevent you fully participating in the meeting.
5. If you are able to connect using a computer or tablet, that is preferable. There is a Zoom app for smart phones, but it is easier to participate with a larger screen.
6. Select the “Join Audio Conference by Computer” option.
7. Please try to minimize distractions and background noise. There is a mute button on the tool bar at the bottom of the screen.
8. Meeting participants may be asked to do a sound check before the meeting. Please note: Zoom may sometimes take a minute or two to fully connect to both audio and video.
9. Click on the “Start Video” icon on the bottom left of the screen if your video does not connect.
10. You may also choose to join the meeting by phone from the outset by selecting the “Phone Call” option when asked how you want to join the audio conference. **This may be advisable if you do not have a strong internet connection, but otherwise shouldn’t be necessary.** Phone numbers for this will show on your screen. Toll free numbers for the US only are available - +1 855 880 1246 and +1 877 369 0926. **Please be sure to enter your participant ID when prompted.** If you enter the meeting without inputting your participant ID this will create two separate boxes on the screen for you; one for video and one for your phone connection. If this happens please follow these steps:
 - o Find your participant ID number by clicking the ^ next to the microphone or headphone icon on the left side of the tool bar and selecting “Audio Options” from the pop-up menu
 - o Select the “Phone Call” tab where your two digit participant ID will be displayed
 - o Dial # (your two digit ID) # on your phone to combine your two boxes
11. If you are not able to access the internet it is possible to join the audio portion of the meeting via a phone. The US numbers for this are:
+1 669 900 6833 or +1 646 558 8656
or +1 877 853 5247 or +1 877 369 0926 (toll free)

During the Meeting

1. If necessary, all participants, except for the facilitator, will be muted initially to minimize background noise. Everyone has the ability to unmute themselves.
2. The meeting may be recorded so that we can capture all of the ideas in the minutes.
3. Participants have the ability to raise their hand by opening the “Participants” box on the toolbar at the bottom of the screen and clicking the “raise hand” button on the bottom of

the box. If connecting by an iPhone or iPad the button can be found under the “more” option.

4. You can rename yourself by right-clicking on your picture if needed.
5. Meeting facilitators have the ability to share their computer screens to show meeting notes, a discussion queue, and any other relevant resources.
6. There is a chat function available by clicking the button at the bottom of the screen.

Nominees with exception were asked to leave the Zoom meeting after they gave their resume and questions were complete. Victor will contact each one after the meeting and let them know the status.

VII. OLD BUSINESS

- Electronic books in prison system was tabled until next meeting. Victor will get in touch with Jeff to see if he was able to get any information.

VII. NEW BUSINESS –

- Discussed registration price. We need to look over contract and budgets before setting price. Mike has contract from the college and the budgets ready to go. Sent to Lisa late in the day. She will forward to everyone once the admin reviews the contract. We will need to review contract, budgets and set prices for registration before our next meeting. Mike is hoping to get flyer ready asap. *
- Zoom meeting etiquette was sent to all for review. No opposition to adopting as procedure.

VIII. NEXT MEETING

- Our next meeting is on December 2 @ 7pm.

IX. MEETING CLOSED

**BELOW WERE APPROVED VIA EMAIL ON 11/22/19:*

Full package - \$220 (includes 2 room nights, 5 meals and registration)

Day registration w/lunch and dinner - \$50

Day registration only - \$30